



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

13-92

VACANCY ANNOUNCEMENT – RIYADH

09/17/2013

OPEN TO	U.S. CITIZENS ONLY
POSITION	Administrative Assistant Position # 100628
OPENING DATE	Wednesday, September 17, 2013
CLOSING DATE	Wednesday, October 01, 2013
WORK HOURS	Embassy Standard Working hours are from 0800 to 1700 hours
SALARY	<p>*OR: ORDINARILY RESIDENT (OR): POSITION GRADE: FSN-07 (Full performance), SR 67,030, AND ANNUAL SALARY (EXCLUDING ALL ELIGIBLE ALLOWANCES).</p> <p>*NOR: ORDINARILY RESIDENT (NOR): POSITION GRADE: FP-07, US\$ 39,994 (SUBJECT TO CHANGE BASED ON THE HIRING MECHANISM)</p> <p>--GRADE DETERMINATION WILL BE APPROVED BY WASHINGTON.</p> <p>--U. S. FEDERAL AND STATE TAXES WILL BE DEDUCTED FROM THE SALARY.</p>
LENGTH OF HIRE	TEMPORARY FOR TWO YEARS

NOTE

EFMs at post must have at least one year remaining on their sponsoring employee's tour of duty from the EFM's hiring date.

Interested EFM applicants must be within 60 days of scheduled arrival at post from the closing date of this vacancy announcement to receive consideration because of the urgent requirement to fill this position.

All ordinarily resident applicants must have the required transferable residence/work permit in order to be eligible for consideration.

The U. S. Embassy in Riyadh, Saudi Arabia is seeking an individual for the position of Administrative Assistant (FIU) in the Office of Program Management-Ministry of Interior.

Basic Function of the Position

The employee will provide various bilingual administrative duties in support of OPM-MOI and the Financial Investigations Unit Program Manager (PM) and staff.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Please contact HR office (Ext. 4925).

Qualifications Required

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. **Required Education**: Completion of two years of college is required.
2. **Required Experience**: Three years performing management assistance duties providing extensive staff support to include maintaining financial expenditure report; making foreign and domestic travel arrangements/vouchers, coordinating training events and in performing administrative duties to provide wide-ranging staff support and assistance to a program.
3. **Language Requirements**: Level IV English & Arabic (Fluent), Writing/Speaking/Reading is required (this skill may be tested).
4. **Knowledge/Other Criteria**: Administrative duties to provide extensive staff support and assistance.
5. **Other Skills**: Excellent organizational skills, excellent computer abilities (MS Office-Outlook-Word-Excel, Power Point, Internet). Excellent interpersonal skills and pleasant positive demeanor. Ability to create and maintain file and financial tracking systems. Excellent verbal and written communication skills (English/Arabic) with significant attention to detail. Ability to work under pressure and remain flexible, ability to effectively multi-task in a fast paced environment.

SELECTION PROCESS

When equally qualified, U.S. citizen Appointment Eligible Family Members (AEFMs) and U.S. veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application using a separate sheet of paper.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of that appointment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
4. **Security Clearance**: The applicant must be able to obtain a Secret security clearance.

TO APPLY

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment **DS-0174**; a current resume or curriculum vitae that provides the same information as an DS-0174 ; plus
2. Candidates who claim U.S. veterans preference must provide a copy of their Form **DD-214** with their application.
3. Any other documentation (e.g. essays, certificates, awards, **copies of degrees earned**) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In-person – Front Gate, American Embassy, Riyadh, or

By mail – Human Resources Office, Riyadh

P.O. Box 9430, Riyadh 1163, Saudi Arabia

By Fax: 966 (11)-488-7765

Email address: AhmedFS@state.gov

POINT OF CONTACT

Human Resources Office

Telephone: 966 (11) 488-3800 (Ext. 4925)

Email address: AhmedFS@state.gov

DEFINITIONS*

1. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

U.S. Citizen; and,

- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a USG employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. citizen.

4. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. AEFM (Appointment Eligible Family Member): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity or pension based on a career in the U.S. Civil; Foreign, or uniform services.

6. Ordinarily Resident (OR): A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE: Wednesday, October 01, 2013

The U.S. Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such

complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: FSAhmed

Cleared: HR: MShah, OPM-MOI: HBrown, OPM-MOI:SValdez, HRO: EShorter,

FMO: HDesjardins,

Approved: A/ Mgt/C: TRenner